



InfiniteVisions

Windsor Management Group
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To: Enterprise ASCII Voucher Clients
From: Windsor Management Group
Date: 12/9/2005
Subject: **Changes to AZ Payroll Voucher Processing**

Memorandum

The 1.7 release of IVEE includes substantial changes to payroll voucher processing for districts that interface to a county school office for check printing. Remember these key changes when processing payroll vouchers using 1.7.

- Employee pay checks and vendor deduction checks are now automatically combined and processed on **one** voucher.
- Payroll voucher numbers must now use a number between 1 and 999.

Customers should follow these steps after completing all of payroll processing (steps 1 through 9).

1. Exit the Payroll Processing screen and go to Payroll Voucher Processing.
2. The payroll voucher that you created during payroll processing will be in the grid with a status of "pending."
3. Double-click the voucher to open it in Edit mode.
4. The deduction invoices for the payroll you processed will automatically be selected for inclusion on the voucher. If you have any other invoices from other pay periods that you wish to include, you will need to manually select those.
5. Click OK to save the voucher.
6. Go to Actions and select Process. The status of the voucher will change to "prepped."
7. Exit Payroll Voucher Processing and go to AZ-Payroll ASCII Voucher File.
8. Click the Add button.
9. Enter in a County Voucher Number (this will be the number used when creating the "P" file), then select the payroll voucher. **LEAVE THE PAYROLL DEDUCTION VOUCHER FIELD BLANK.**
10. Click OK to save the County Voucher. The Deduction Voucher field will have a zero in it, this is correct.
11. Use the Action menu to create the "P" file and Voucher Reports and transfer the information to the county as normal.

Hopefully this helps to clarify the new payroll voucher process. If you need any additional assistance, please don't hesitate to contact our support department.

Sincerely,

Windsor Management Group